



REDDAM HOUSE BERKSHIRE JOB DESCRIPTION EARLY YEARS SUPPORT ASSISTANT – EARLY LEARNING SCHOOL

THE ROLE

As part of the Early Years team, to support the supervision and pastoral care of children during the lunchtime period. As part of a team, this will involve the effective supervision of children in and about the premises.

DETAILED RESPONSIBILITIES AND TASKS

Principal responsibilities

- To support the pastoral needs of children as they prepare for lunch, to include assisting the children eating, approaching this in a calm, patient and understanding manner.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to others.
- To be aware of the dietary needs of the children in the setting and support accordingly.
- To supervise the lunchtime play; engaging appropriately with children and supporting their pastoral needs.
- To support an effective handover to the teaching staff, passing on any key incidents or information.
- To support the post-lunchtime housekeeping.

Additional duties and responsibilities

- To carry out basic First Aid duties (training will be provided);
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date;
- Undertake all duties with due regard of the School's Health and Safety Policy and the Health and Safety at Work Act 1974 and all other relevant legislation;
- To carry out any such task as shall be deemed necessary to the smooth running of the Early Learning School.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by the Heads of School commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the

job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

Signed: (Post Holder)

Name:

Date:

Signed: (Line Manager)

Name:

Date:



**REDDAM HOUSE BERKSHIRE SCHOOL
EARLY YEARS SUPPORT ASSISTANT- ELS
PERSON SPECIFICATION**

	Essential	Desirable
Experience		
• Experience of working with children	x	
• Experience of working in a team	x	
• Recognised First Aid certificate		x
Skills and Personal Qualities		
• Develop good appropriate relationships with children and staff	x	
• Communicate positively and effectively to children and listen to them	x	
• Actively contribute to a happy safe and supportive play environment	x	
• Able to work within a team	x	
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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.